



# PRESERVATION PERMIT APPLICATION

## METROPOLITAN HISTORIC ZONING COMMISSION

3000 Granny White Pike, Nashville, TN 37204

615-862-7970, [HistoricalCommission@nashville.gov](mailto:HistoricalCommission@nashville.gov)

**DEADLINE:** **Complete** applications must be received a minimum of 16 days prior to the next MHZC hearing which takes place on the third Wednesday of the month. Please visit [www.nashville.gov](http://www.nashville.gov) for the schedule. Incomplete applications will not be scheduled until all information has been received.

**PROPERTY ADDRESS:** \_\_\_\_\_

**APPLICANT** (All communication by phone, fax, email or mail will be with the applicant.)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax Number \_\_\_\_\_ Email \_\_\_\_\_

☐ Owner ☐ Contractor ☐ Architect/Designer ☐ Other \_\_\_\_\_

**PROPERTY OWNER** (If different from applicant.)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax Number \_\_\_\_\_ Email \_\_\_\_\_

**TYPE OF WORK:** ☐ New Construction (Addition) ☐ Demolition ☐ Renovation ☐ Other \_\_\_\_\_  
(Only exterior projects are reviewed.)

**DESCRIPTION OF WORK** (Please use a separate sheet of paper for longer descriptions.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any substitution or deviation from the approved work items listed on the Preservation Permit requires further review and approval by the Historic Zoning Commission prior to being undertaken. Accurate scale elevations, drawings, and site plans are needed for project review. The MHZC retains copies of all materials submitted.

**Does the project require an alteration to base zoning?**

☐ **Yes** If yes, please see "Setback Determinations" at the bottom of page 2 for notification information. **If notice is not met, project review will be delayed until the following public hearing.**

☐ **NO** If no, notification by the applicant is not required.

**Estimated Cost of Work** \_\_\_\_\_

**Code Administration's Temporary Bldg Permit #** \_\_\_\_\_

(This number starts with a "T" followed by the year. It may also be obtained later.)

**Covenant Instrument #** \_\_\_\_\_

(Required for Detached Accessory Dwelling Units)

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

I/We the above signed do hereby make application for a Preservation Permit following plans and proposals to be undertaken within the boundaries of an historic preservation overlay pursuant to Article IX of the Metropolitan Code.

## INFORMATION TO BE SUBMITTED WITH APPLICATION

All applications must have documentation which clearly illustrates the proposed exterior appearance of the project. **Incomplete applications will not be scheduled for a MHZC public hearing until they are complete.** Design Guidelines available online at <http://nashville.gov/Historical-Commission/Services/Preservation-Permits/Districts-and-Design-Guidelines.aspx>.

### NEW CONSTRUCTION (Including Additions)

**At least one complete set of drawings should be no larger than 11 x 17 and MUST be to scale.**

- ☐ Site plan showing the entire lot with property lines and with all setbacks clearly noted. For infill and outbuilding projects, the footprints buildings on the abutting properties should be shown in relation to the proposed building and elevation contour lines.
- ☐ Elevation drawings of each façade with dimensions (including roof pitch) and materials specified. For additions, existing and proposed should be clearly delineated. For infill projects, the building height and porch floor heights of the abutting properties should be shown in relation to the proposed building.
- ☐ Floor Plans
- ☐ Plans showing all associated site improvements, e.g. sidewalks, lighting, pavement, etc.
- ☐ Window and door manufacturer and model
- ☐ Current photographs of building or site. (Digital preferred)
- ☐ Drawings, samples, product literature manufacturer's illustrations may be required
- ☐ Roof plan may be necessary for complex additions or new construction
- ☐ Demolition plans are required for projects that require partial demolition.
- ☐ Streetscapes are recommended for infill projects
- ☐ 3D modeling encouraged for large infill projects
- ☐ Any additional information requested

### DEMOLITION

**At least one complete set of drawings should be no larger than 11 x 17 and MUST be to scale.**

- ☐ Written description of the structure's condition and reason for demolition.
- ☐ Photographs of structure's current condition showing all elevations, interior, accessory buildings and site features.
- ☐ Describe the proposed reuse of the site, including plans of any proposed new structure.
- ☐ Any additional information requested by the Commission

### REHABILITATION (Historic Preservation Districts Only)

**At least one complete set of drawings should be no larger than 11 x 17 and MUST be to scale.**

- ☐ Plans or drawings illustrating the proposed work
- ☐ Photographs (detail and overall) of the relevant facades
- ☐ Specifications, manufacturer's literature and samples may be required
- ☐ Window and door manufacturer and model
- ☐ Any additional information requested

### ECONOMIC HARDSHIP (Demolition request for historic building.)

The Economic Hardship process is to determine the economic hardship of the property, not the property owner.

- ☐ Estimated cost of demolition
- ☐ Detailed report from a licensed engineer outlining each issue and including photographs
- ☐ Estimated market value of current condition and after alterations to meet basic code requirements
- ☐ Estimate from an architect, developer, real estate consultant, appraiser or other real estate professional experienced in rehab as to the economic feasibility of rehab or reuse of the structure
- ☐ Amount Paid for the property, date of purchase, who purchased from including a description of the relationship, if any, and terms of financing between seller and buyer
- ☐ For income producing properties: Annual gross income for the previous two years, itemized operating and maintenance expenses for the previous two years, and depreciation deduction and annual cash flow before and after debt service
- ☐ Any additional information requested

### SETBACK DETERMINATIONS

The MHZC has the ability to reduce the setbacks required by base zoning where there is historic precedence. If your project does not meet the base zoning setback requirements it is your responsibility to notify all adjacent (all properties around the subject property) property owners of the public hearing and the request for a setback reduction at least 7 days prior to the meeting. If notification is not give, the project review will be delayed until the next public hearing. A sample letter may be requested.

### DECISION MAKING

Decisions of the MHZC are guided by design guidelines based on the National Park Services' Secretary of Interior Standards for Rehabilitation. To view the design guidelines, visit [www.nashville.gov](http://www.nashville.gov).

**SUBMITTING AN APPLICATION** Applications may be scanned and emailed to [HistoricalCommission@nashville.gov](mailto:HistoricalCommission@nashville.gov).